Response to #184 FMSIC Clearinghouse Request

Timekeeping Processes

At the INEEL we utilize an electronic timekeeping system that feeds directly into our payroll processes (PeopleSoft). All employees complete an electronic timesheet that identifies time charged to each project or task.

Question: How is exempt time recorded? How do you record exempt time if more or less than 40 hours are worked?

Response: Exempt employee record a minimum of 40 hours worked on the weekly timesheet. This time is charged to projects or leave codes such as personal leave. Our standard policy is that exempt employees can receive exempt overtime pay (at straight time rates not time and one half) for all hours over 45 worked in a week. They have to donate the first 5 hours above 40 to be eligible for exempt pay, and must have management approval. Special exemptions to this 5-hour rule apply to those exempt employees that are working special long-term projects or are working rotating shifts. We do have some exempt employees that work a 36/48 hours a week rotating shift and have special codes that bring them up to 40 hours pay for the week when they only work 36 hours on shift.

Question: What method do you use to record time against multiple projects or tasks? (Record actual hours worked against specific projects, record a percentage of hours worked against specific projects)

Response: Actual hours are recorded against projects. Our system has the capability of recording in tenths of an hour increments so recording actual time at a very detail level is possible. The 5 hours that is 'donated' is not recorded against a project number but if overtime hours are paid above the 45 hours then the paid hours are billed to a project or task.

Question: Do you require employees to validate weekly time worked by signing a time record? Do you require supervisors to approve the employee's time record before the payroll is processed?

Response: Yes. Since we are all electronic, the employee submits their timesheet (which is their validation or 'signing' of the timesheet) to their supervisor or manager for approval. Management then electronically approves the timesheet, which is sent to payroll for processing. Payroll monitors all timesheets to ensure that all employees' timesheets are submitted and approved each week.

Question: Do you have a custom or off-the-shelf timekeeping system?

Response: Our electronic timesheet system (ETS) was built in house about 8 years ago and moved to a lotus notes format about two years ago. When we implemented our PeopleSoft payroll application October 1st of this year, we elected to keep the ETS system and feed time and attendance data into the PeopleSoft time and labor module.

For additional details please contact